

EMPLOYEE CERTIFICATION OF RECEIPT

I hereby acknowledge that:

- ◆ I have received the *Town of Darien Employees' Guide* and understand that I am responsible for reviewing its contents and for complying with the policies and procedures set forth in the *Guide*. However, where there is a conflict between the *Guide* and a collective bargaining agreement negotiated between the Town and a Union, the collective bargaining agreement will prevail.
- ◆ I understand that the material in the *Guide* is not a contract for employment, or for continued employment or a guarantee that any practices, policies, or procedures or benefits described in it will continue in effect or will not be changed.
- ◆ I understand that, in the future, if I have questions about anything in the *Guide* or about any aspect of my employment or about the Town's practices, policies, procedures or benefits, I am free to ask the Director of Human Resources or the Town Administrator, who are the only individuals authorized to interpret the *Guide* or make revisions to anything contained in the *Guide*, and that to be effective, all such revisions must be in writing.

Please Print and Sign your name below.

NAME:

SIGNATURE:

DATE:

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July 2012

To All Employees of the Town of Darien:

Welcome! This employee's guide has been prepared to assist you in your employment with the Town of Darien. Our Human Resources Department, in collaboration with many other Town departments and employees, has prepared the following guide of Town policies, practices and procedures. This guide is designed to act as a source of information for our employees and to assure that all staff understands the expectations of the Town with regard to their employment. You will be asked to sign the attached Employee Certification of Receipt as an acknowledgement that you received the Employee Guide and that you understand that you are responsible for reading and complying with the contents of this Employee Guide, and any subsequent Guides.

Obviously, in an organization the size of Darien and given the number of years that we have served the public we may have overlooked some policy or procedure. As these become known to us this guide will be supplemented and reissued from time to time. Additionally, as new issues or situations arise that require the establishment of a Town wide policy we will circulate addendums to all employees for their information and guidance.

Government service is one of the most honorable and rewarding forms of employment that is available in our society. Our work on behalf of and for the benefit to the residents of the Town of Darien will bring you many challenges and opportunities. Please make every effort to take advantage of these situations to learn the intricacies of your vocation and to grow as a person. Ultimately, the service that we provide to the residents of the Town is the sum of all of our actions.

If you or any of your co-workers have any questions regarding this guide we will be happy to meet with you and discuss these matters. Please direct your inquiries to the Human Resources Director or to my office.

Sincerely,

Karl F. Kilduff,
Administrative Officer

PURPOSE OF THIS GUIDE

The purpose of this Guide is to compile into one document the practices, policies and procedures of the Town of Darien existing at the time of its publication with respect to matters related to your employment

In publishing this Guide, our intent is to provide *every* Town Employee with a central source of information about such current practices, policies and procedures and, where appropriate, to describe as clearly as we can the Town's current expectations of you and your colleagues as Town employees. The expectations described in this Guide may be supplemented from time to time by the First Selectman, Town Administrative Officer, the Director of Human Resources, or the Head of the Town Department to which you are assigned or by the Supervisor under whose direction you are performing assigned tasks.

While we endeavored to make this Guide all-inclusive, it is possible that the sheer volume of practices, policies, procedures and expectations that have developed in the Town over the years has caused us to miss some. If so, we will try to include them with updates to add and/or replace outdated material. The fact that some practices, policies, procedures or expectations do not appear in this Guide, however, does not necessarily mean that they are no longer in effect.

As its name implies, this Guide is intended *only* as a guide. It is not and should not be construed as a contract or binding commitment, either express or implied, between the Town and any Employee for continued employment, for benefit entitlement or for the continuation of any practice, policy or procedure described in it. By describing the various practices, policies, procedures and expectations in effect on the date of publication of this Guide, the Town is not guaranteeing that such practices, policies, procedures and expectations will remain in effect for any specific period of time or that they will not be changed after the Guide is first published.

As a vibrant municipal organization, the Town of Darien must and does maintain sufficient flexibility to respond to the needs and desires of its residents and the ever-changing demands on its ability to deliver required services within the limits of the budget the taxpayers provide. Therefore, the Town reserves the right to add to, revise or discontinue any or all practices, policies, procedures and expectations described in this Guide, in whole or in part, with or without notice, prospectively or retroactively, and in any respect, at any time, in order to meet changing needs.

It is your responsibility to check our bulletin boards regularly, read the memos sent to you, heed announcements from Town Officials and pay attention to your supervisors for possible notices, memoranda or other communications that can restate, discontinue, expand, modify or amend any or all of the practices, policies, procedures or expectations described in this Guide. You should also be alert to announcements of policies and procedures that are newly established and new practices that may develop to respond to ever-changing demands after this Guide is published.

The material in this Guide is intended to apply to *every* Town employee and supersedes all earlier statements of the Town's practices, policies and procedures with respect to the

items covered. **However, where there is a conflict between this Guide and a contract negotiated between the Town and a Union, the terms of the union contract will prevail.**

Therefore, every Town employee should read this Guide carefully and completely and become familiar with its provisions.

If you have any questions about anything contained in the Guide or about any work-related issue that may not be described in the Guide, please direct them to your immediate Supervisor or to the Human Resources Department. As a general rule, if you have a question, you should ask before you act.

We hope this Guide enhances your employment experience with the Town and facilitates your opportunities for success.

IMPORTANT INFORMATION REGARDING THE NATURE OF YOUR EMPLOYMENT RELATIONSHIP WITH THE TOWN OF DARIEN

Like all employment relationships, your employment with the Town of Darien is a contractual relationship. Under the basic terms of that contractual relationship, in their simplest form, you have agreed to perform services for the Town, as assigned, and the Town has agreed to pay you for performing them.

You are an “AT WILL” employee **IF**:

- ✓ You are still serving a probationary period, or
- ✓ Your position is not represented by a union, or
- ✓ There is no Connecticut Statute requiring the town to prove cause before terminating your employment, or
- ✓ You are not an elected official, or
- ✓ You do not have a written contract requiring just cause to terminate your employment.

As an “at will” employee, you or the Town can terminate your employment with the Town at any time, for any reason or for no reason, with or without cause or notice.

No one in the Town, except the Town’s Administrative Officer and the Town’s Director of Human Resources, has authority to enter into an employment relationship with any employee on any basis other than an *at-will basis*.

The Town’s Administrative Officer or the Town’s Director of Human Resources may establish employment relationships other than on an at-will basis – i.e., one for a pre-determined duration - but *only in writing*. In addition, any such exception will operate in the future only, and not retroactively.

Therefore, statements in this Guide, oral or written statements made by Managers, Supervisors or anyone else in the Town during your employment with the Town do not alter, and should not be construed as changing, your employment relationship into something more or less than that.

In order to manage the Town’s functions effectively, the Town retains sole discretion over hiring, promotions, transfers, terminating employment and all other personnel and employee relations matters. Statements in this Guide to the effect that certain behavior can lead to disciplinary action up to and including termination of your employment are not intended to change the “employment-at-will” relationship described above and should not be so construed.

Equal Employment Opportunity Policy Statement

The Town of Darien makes employment decisions based on an individual's qualifications, demonstrated ability to do the work assigned and performance without regard to race, color, religion, sex, national origin, age, marital status, real or perceived disability or handicap, status as a veteran, sexual orientation, or any other status protected by applicable laws. In addition, the Town of Darien complies with all applicable federal, state and local laws, regulations or ordinances governing non-discrimination in employment. This policy applies to all terms and conditions of employment including policies and procedures relating to recruitment and hiring, compensation, working conditions, benefits, and termination from employment. Anyone violating this Policy will be subject to disciplinary action, up to and including termination of employment.

Americans With Disabilities Policy Statement

The Town of Darien is committed to complying with applicable provisions of the Americans with Disabilities Act ("ADA"), as well as with applicable state law that requires the Town to make reasonable accommodations in its workplace for qualified individuals with disabilities. If you believe you are a qualified individual with a disability, as defined in the ADA, and you believe you need an accommodation to perform the **essential** functions of your assigned job, please contact the Human Resources Department.

The Town treats all medical information and records concerning disabilities as strictly confidential.

Affirmative Action

It has been the policy, and will continue to be the strong commitment of the Town of Darien and all contractors and subcontractors who do business with this Town, to provide equal opportunities in employment to all qualified persons solely on the basis of job-related skills, ability and merit. The Town of Darien will continue to take affirmative action to ensure that the applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, ancestry, mental disorder (present or past history thereof), age, physical disability (but not limited to blindness), marital status, mental retardation, genetic information, and criminal record. Such action includes, but is not limited to, employment, upgrading, demotion or transfer; recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training including apprenticeship. The Town of Darien, its contractors and subcontractors, will continue to make good faith efforts to comply with all federal and state laws and policies which speak to equal employment opportunity.

The principles of affirmative action are addressed in the 13th, 14th, and 15th Amendments of the United States Constitution, Civil Rights Act of 1866, 1870, 1871, Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, Presidential Executive Order 11246, amended by 11375, (Nondiscrimination under federal contracts), Act 1, Section 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill's Executive Order Number 9, the Connecticut Fair Employment Practices Law (Sec. 46a-60-69) of the Connecticut General Statutes, Connecticut Code of Fair Practices (46a-70-81), Deprivation of Civil Rights (46a-58(a)(d)), Public Accommodations Law (46a-63-64), Discrimination against Criminal Offenders (46a-80), definition of Blind (46a-51(1)), definition of Physically disabled (46a-51(15)), definition of Mentally Retarded (46a-51(13)), cooperation with the Commission on Human Rights and Opportunities (46a-77), Sexual Harassment (46a-60(a)-8), Connecticut Credit Discrimination Law (360436 through 439), Title 1 of the State and the Local Fiscal Assistance Act of 1972 and the Genetic Information Act of 2008.

This Affirmative Action Policy Statement re-affirms the Town's commitment to the principles of Equal Employment Opportunity.

Approved by the Board of Selectmen on July 23, 2001.

Immigration Reform and Control Act

The Federal Immigration Reform and Control Act (IRCA) prohibits knowingly employing aliens not legally authorized to work in the United States or legal non-immigrants whose classification does not permit employment in this country. IRCA requires all employers, including the Town of Darien, to obtain written certification from all new employees stating that they are authorized by law to be employed in the United States. The Town of Darien must also independently verify the employee's identity and employment eligibility within three days of his/her hire date.

Under IRCA, every employee must complete Form I-9 issued by the Immigration and Naturalization Service (INS) attesting to his or her legal status. Verifying an individual's legal status to work in the United States requires proof of both the individual's identity and authorization to work. IRCA further requires the Town of Darien to keep such documentation on file for three (3) years following the first date of employment or for one (1) year following the termination of employment, whichever is later.

A newly hired employee has three (3) days from his/her start date in which to present the proper documents.

Anti- Harassment Policy

The Town is committed to providing a work environment free of unlawful harassment.

Therefore, the Town prohibits and will not tolerate any type of harassment, including sexual harassment anywhere in or related to the workplace. The Town's prohibition against sexual harassment applies equally to same-sex harassment as to opposite-sex harassment.

Sexual harassment is defined as any unwelcome sexual advance or request for sexual favors or any conduct of a sexual nature when:

- the submission to such conduct is made either explicitly or implicitly a term or a condition of employment;
- the submission to or rejection of such conduct by anyone is used as a basis for an employment decision;
- such conduct has the purpose or effect of unreasonably interfering with an employee's work performance; or
- such conduct creates an intimidating, hostile or offensive working environment.

If you believe that you have been subjected to sexual harassment, you should immediately report your concerns to your immediate supervisor or, if you feel uncomfortable reporting it to your supervisor, to the Town's Director of Human Resources. In the event that you feel uncomfortable reporting your concerns to either of these people, you should report your concerns to any other person within the Town's management who has supervisory authority. You need not report your concerns to any person who you believe may have participated in or condoned the harassment.

Any incident of sexual harassment should be immediately documented, including the date, time, and place of each alleged incident of harassment.

The Town will conduct an investigation as promptly as appropriate for the circumstances. The Town will protect the confidential nature of the inquiry to the extent possible, and will also take the necessary measures to ensure that you are not retaliated against in any way for having reported your concerns.

The Town has the right to track and monitor the conduct of supervisors in order to enable the Town to exercise reasonable care to prevent sexual harassment by supervisors.

Any individual found to have sexually harassed any employee, resident, visitor, or vendor of the Town will be subject to disciplinary action, up to and including termination of employment.

Other Harassment/ Discrimination

The Town expressly prohibits any form of harassment or discrimination in the workplace based on race, color, religion, creed, gender, national origin, age, marital status, sexual orientation, or the presence of handicaps or disabilities or other traits protected by law.

The Town expressly prohibits any form of harassment that interferes with the ability of any employee to perform his or her job duties. Such harassment can include, but is not limited to, the following behavior:

- Verbal conduct such as name calling, inappropriate jokes, slurs, unwanted sexual advances, invitations or comments;
- Visual conduct such as derogatory, objectionable and/or sexually-oriented posters, photography, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or otherwise interfering with work

An employee who harasses any other Town employee or who harasses any resident, visitor, or vendor of the Town will be subject to disciplinary action up to and including termination of employment.

Genetic Information Non-Discrimination Act of 2008.

In accordance with the Genetic Information Nondiscrimination Act of 2008, the Town does not discriminate against employees based on genetic information.

Policy on Drug and Alcohol Abuse

The Town of Darien recognizes that substance abuse poses a threat to the health and safety of all employees. The Town opposes drug abuse and heartily supports the strong stance against drug abuse taken by Congress in enacting the Drug Free Work Place Act of 1988.

Accordingly, we have adopted the following policy as a condition of employment with the Town:

- The unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of a controlled substance in our workplace or on Town premises is prohibited.
- Employees must notify the Director of Human Resources of any criminal drug statute conviction for a violation occurring outside the workplace no later than five (5) days after such conviction.
- An employee who violates or fails to comply with these provisions will be subject to disciplinary action, up to, and including, termination of employment.
- Being under the influence of alcohol or other intoxicant while you are at work is prohibited.

Drug and Alcohol Dependency: The Town recognizes that federal and state laws consider drug and/or alcohol dependency to be disabilities. If you believe you have or may have a problem with alcohol or drugs and are in need of a rehabilitation program or other assistance, ***please take the initiative*** to ask the Director of Human Resources for help. You will not be subject to disciplinary action for seeking such help voluntarily or for applying for benefits under our group insurance program prior to being detected as having violated this Policy. The Town has contracted with an Employee Assistance Program that is available without charge, and with appropriate confidentiality, to assist employees who may have dependency problems.

If, however, you are detected as having violated our Substance Abuse Policy BEFORE you seek such help, the Town reserves the right to discipline you for such violation, up to and including termination of your employment, even for the first offense, to the extent the Town is permitted to do so under the law, regardless of whether you thereafter seek help or successfully complete a rehabilitation program.

Employees are prohibited from consuming alcohol or using illegal drugs on Town premises.

In addition to the Town's commitment to a drug-free workplace and in maintaining a safe, healthy and productive work environment, each employee represented by the Public Works Union who accepts an offer of employment with the Town is required to submit to and pass successfully a pre-employment drug test and physical examination as a condition of employment.

Due to the sensitive nature of their position, lifeguards are required to submit to and pass a pre-employment drug test.

Employees who operate a motor vehicle requiring a commercial operator's license are required to participate in random and post-accident testing for alcohol and controlled substance use in accordance with the Town's Substance Abuse Testing Policy for Drivers of Commercial Vehicles. A copy of the policy can be obtained in Public Works or Human Resources.

Additionally, the Town reserves the right to test any employee for alcohol or substance use if it has reasonable suspicion to believe the employee has engaged in that conduct during work hours.

YOUR EMPLOYMENT

Employment Applications and Reference Checks

The Town relies upon the accuracy of the information that you provide us in your employment application, as well as the data you provide us throughout the hiring process and your employment. Any misrepresentations, falsifications, or material omissions in any of the information or data you provide may subject you **(a)** to exclusion from further consideration for employment if you are an applicant and **(b)** to disciplinary action, up to and including termination of employment, if you are an employee.

To ensure that applicants for employment are well qualified for the type of work for which they are being considered the Town may request employment references of an applicant.

EMPLOYMENT CLASSIFICATIONS

Employment Status

Town employees are either regular employees or temporary/seasonal employees, and either full-time or part-time, as assigned by the Town.

Regular employees are those hired on a regular basis for an indefinite period of time.

Temporary or seasonal employees are those hired in a specific Town Department for a defined period of time (i.e., a day, a week, the summer, the duration of a specific project, until another employee returns from leave). Summer employees are typical examples of seasonal employees.

Full-time employees are employees who are regularly scheduled to work at least 35 or more hours per week.

Part-time employees are employees who are regularly scheduled to work less than 35 hours per week.

A part time employee who works less than twenty (20) hours a week is not entitled to paid time off except in accordance with state statutes or holiday pay and is not eligible to participate in the Town's pension plan. (See copy of sick leave statute on page 42).

Because part time employees are not paid for holidays, if a holiday occurs during a week when the part-time employee works, an employee may work extra hours, if the demands of operation permit, so the employee will not suffer a loss of pay that week.

Request for unpaid time off must be approved by a supervisor.

Please note: These distinctions do not alter the “at-will” nature of your employment relationship.

Exempt & Non-exempt

Whether regular or temporary/seasonal, full-time or part-time, Town employees are further categorized by law as either **(a) exempt** from the overtime pay requirements of state and federal law or **(b) not exempt (“non-exempt”)** from the overtime pay requirements of state and federal law.

Exempt employees are employed in an executive, administrative, or professional capacity, are paid on a salary basis and are not eligible for overtime pay. Non-Exempt employees are employed in jobs other than executive, administrative or professional capacities are paid on the basis of the time they work and are subject to statutory overtime pay requirements.

You will be informed of your status as exempt or non-exempt at the time you are offered employment and at any time your status changes during your employment. These distinctions do not alter the “at-will” nature of the employment relationship.

New Employee Orientation

All new employees to the Town of Darien are encouraged to meet with the Human Resources Department for an orientation. Orientation is designed to welcome new employees, acquaint them with policies and information important to working at the Town and ensure that each employee is properly registered for payroll and benefits.

Personnel Records

All documents that the Town uses to make employment decisions about you become a record, or history, of your employment with the Town and, by definition, comprise your “personnel file”. The Human Resources Department maintains your official “personnel file”, which is devoted exclusively to you. Your personnel file is and will remain the sole property of the Town.

Your personnel file includes, among other things, information pertaining to your employment, benefits, performance reviews, education and professional qualifications and emergency contact information. If you wish to review the material in your personnel file, you may do so upon written request submitted to our Human Resources Department. Personnel files cannot be removed from the Human Resources Department.

The Town of Darien treats personal employee information as confidential and respects the need for protecting each employee’s privacy. Information from your personnel file will not be released externally without your express written consent or unless release of the information is required by law.

To ensure that personnel files are up-to-date at all times, it is **your** responsibility to notify the Human Resources Department of any change in information that affects your employment status, such as, among other things: your marital status, newborn or adopted

children, change of address, change in telephone number, change in emergency contact person, change in tax exemptions, and any change in insurance and/or retirement beneficiaries.

Performance Evaluations

The Town maintains high standards for employee job performance. It is the Town's goal to support employees in the achievement of their full potential. The Town's evaluation process focuses on the individual employee's contribution to the Town services, as well as the abilities the employee demonstrates in doing so. The Town formally evaluates most employees once per year. Areas such as; accomplishments during the prior year, performance against job standards and objectives, areas of needed improvement, and goals for the upcoming year are all reviewed during the evaluation. The evaluation process is the basis for salary and benefit decisions for the upcoming year. In addition, supervisors are urged to evaluate an employee's progress throughout the year through direct meetings and in writing as necessary.

Attendance and Punctuality

Because the Town is committed to providing first rate services to and for its residents, the Town needs to count on your ability to maintain a regular work schedule as assigned.

Not only could your absence or tardiness, even for legitimate reasons, place an added burden on your fellow workers, but it could have an adverse effect on our ability to deliver the high level of services to and for our residents that they have a right to expect, and it could disrupt the work of our vendors and contractors. Therefore, the Town has a right to expect you to maintain a regular work schedule.

The Town expects you to be at your work station, ready to perform your duties, every time you are scheduled to be there. The Town considers you absent anytime you are not at work and considers you late whenever you do not report to your work station ready for work at your scheduled starting time at the beginning of your day or after lunch.

The Town has thus far elected not to have an automatic time recording system because we expect everyone to act professionally and to take your own initiative (a) to maintain a regular work schedule, (b) to report to work as scheduled and (c) to be ready, willing and available to perform work assignments for the entire time you are scheduled to work each day and on overtime as assigned. However, the Town may elect to install an automatic time recording system in the future.

In accordance with the Connecticut statute governing sick time for employees, the Town requires Department Heads to maintain weekly time sheets indicating the actual work hours of employees and subtracting any unpaid breaks so that the Town can determine when an employee has worked the requisite number of hours to be eligible to use paid sick time.

Reporting Absences and Lateness

To enable us to plan our work and adjust our work assignments to accommodate our residents' needs, the Town expects employees to be reliable and to be punctual in reporting for scheduled work. In the event that you will be absent or late, you must promptly notify your Supervisor. Such notice should include the reason and the expected duration of your absence or lateness. Under normal circumstances, we would expect you to provide such notice within one (1) hour of your scheduled starting time. You must also notify your supervisor promptly of any changes in your situation.

You may not leave work early for any reason, including, but not limited to, receiving medical treatment or addressing another legitimate need that cannot be addressed outside your scheduled work time, without receiving authorization in advance from your supervisor.

To enable us to make any adjustments that may be required to accommodate your need, you must notify us of your need as far in advance as possible. Therefore, if you need time off, please request authorization from your supervisor as far in advance as possible. All such requests will be given fair consideration, subject to the needs of the Department to which you are regularly assigned.

If you are not scheduled to begin work until later in the day, you must still notify your supervisor as soon as you know you are going to be absent or late so that we have the opportunity to schedule coverage for you.

Verification of Absence

The Town reserves the right to verify the reason given for any absence or lateness at any time, including, but not limited to, requiring you to provide documentary verification of the reason given for any absence or lateness, including, for example, a doctor's certificate with respect to any absence or tardiness for which illness or injury is given as the stated cause.

Attendance and Punctuality as a Factor in Evaluation of Performance

Your attendance and punctuality record will be reviewed and evaluated regularly, will be considered an important factor in evaluating your performance and, if unsatisfactory, can result in disciplinary action up to and including termination of your employment.

Outside Employment

Employees are prohibited from participating in outside work activities that negatively affect the time or quality of their work assigned by the Town, cause a conflict of interest between such outside work and their employment with the Town or otherwise cast discredit upon the Town or Town government. In general, outside work activities are not allowed when they:

- prevent or impede the employee from fully performing work for which he or she is employed at the Town, including overtime assignments;
- involve organizations that are doing or seek to do business with the Town, including actual or potential vendors or customers; or
- violate provisions of law or the Town's policies or rules.

Therefore, if you are engaged or expect to become engaged in outside work activities that might be in conflict with this policy, it is ***your responsibility*** to notify your department head promptly and request written permission from your department head to engage in such outside activity. The granting of permission to engage in outside work activities is within the discretion of your department head and the Director of Human Resources and may be withdrawn at any time that your department head and the Director of Human Resources determine that such activity is in conflict with this policy.

Employment of Relatives

The Town maintains a policy restricting the employment in any Town division of any individual who is related to a supervisor in the same Town division. In the event a Town employee is eligible for a transfer or promotion into a division in which a relative is employed, such transfer or promotion will be considered on a case-by-case basis to avoid creating any potential conflict or the perception of a conflict in regard to any aspect of the employment relationship.

Job Vacancies

It is the policy of the Town of Darien to hire or assign the most qualified individuals to available positions. Employees are encouraged to apply for available positions in the Town for which they feel qualified.

The Human Resources Department will normally post, at all Town work locations, a written job posting for available vacancies for five (5) normal work days prior to advertising the vacancy externally.

Termination of Employment

Termination Initiated by Employees

If you decide to resign or retire from your employment, the Town expects you to provide your Department Head written notice of your intent *at least* two (2) weeks prior to your last day of work. The Town typically issues a final paycheck to employees who resign or retire on the next regular payday following the employee's last day worked. Vacation time earned but remaining unused as of your last day worked will typically be paid with your final paycheck as required.

Termination Initiated by the Town

The Town can initiate an involuntary separation from Town employment by layoff or by a disciplinary discharge. When the Town terminates employment via layoff, the Town typically issues the employee's final paycheck on the next regular payday following the employee's last day worked. When the Town terminates employment via disciplinary

discharge, the Town typically will issue the employee's final paycheck on the next business day following the employee's last day worked.

Requirements on Termination of Employment

Upon termination of your employment for any reason or by any means, you will be required to do the following:

- contact the Human Resources Department for an exit interview if desired;
- surrender to the Director of Human Resources all keys, and any Town property placed in your custody during your employment;

If you do not return all Town property in your possession, custody, or control as required, you will be responsible for reimbursing the Town for the cost of replacing the items not returned. You may be required to sign a written authorization at the time Town property is placed in your possession, custody, or control allowing the Town to attain such reimbursement by reducing your final paycheck.

PAYROLL

Compensation

Your compensation for the work you perform for the Town includes more than the pay you receive in your paycheck. In addition, the total employment package for a regular full-time Employee includes, among other things –

- Paid holidays
- Paid vacations
- Earned Sick Leave
- The Town's contribution to your
 - Group medical insurance
 - Group dental insurance
- Group term life insurance
- The Town's contribution to the Pension Plans
- Workers' compensation coverage
- Unemployment compensation insurance
- The Town's contribution to your federal social security account and Medicare

These additional components to your compensation package will be described later in this Guide.

Regular Pay Day

Weekly employees are paid on Thursdays. Bi-weekly employees are paid every other Thursday.

Workweek and Hours of Work

The regular workweek and regular hours of work vary from department to department based on operational and business requirements. Employees should review regular workweek and work-hour requirements with their supervisor and review appropriate provisions of their collective bargaining agreement for specific workweek and work-hour requirements.

Overtime Work and Pay

Overtime Work

From time to time, you may be required to work beyond your normally scheduled hours and on days on which you are not regularly scheduled to work (such as Saturday and Sunday). All such work is referred to as “overtime work”.

Overtime Pay

If you are classified as an **Exempt Employee**, the Town is *not* required by law to pay you anything extra for work you perform in excess of your normal hours of work (even if you work more than forty (40) hours in a payroll week), or on days on which you are normally not scheduled to work (even on Saturday and Sunday).

If you are classified as a **Non-exempt Employee**, the Town is required by law to pay you at a rate equal to one and one-half (1½) times your regular straight-time hourly rate of pay for all time you work in excess of forty (40) hours in a payroll week.

In addition, the Town has elected to pay its non-exempt, non-seasonal, employees at a rate equal to one and one-half (1½) times their regular straight-time hourly rates of pay for all time they work in excess of eight contiguous hours on a regular shift. The Town also pays various non-exempt employees at pre-determined overtime rates for time they work on a Sunday or a day that the Town recognizes as a paid holiday or between midnight and 7:00 a.m. .

However, your supervisor must authorize any overtime before it is worked in order to be paid.

Example

If you are normally scheduled to work seven (7) hours a day and thirty-five (35) hours a week, you will be paid at a rate equal to your regular straight-time hourly rate for all time you work that day until you complete your eighth (8th) hour worked. For all time you work in excess of eight (8) hours that day, you will be paid at a rate equal to one and one-half (1½) times your regular straight-time hourly rate.

Because there is no pyramiding of overtime pay or benefits, you will not be paid at an overtime rate for time you work that is both in excess of eight (8) hours a day and work in excess forty (40) hours in the same week.

Compensatory Time

In *lieu* of paying full time non-exempt employees at an overtime rate, as described above, the Town and the employee may agree that the employee will receive compensatory time off for all or a portion of such “overtime” work the employee performs. The compensatory time off must be requested by the employee and is subject to approval by the employee’s supervisor. **Such time off is limited to a maximum of 280 hours.** Compensatory time off will be calculated in the same way as overtime pay. For example, for each additional hour worked beyond eight (8) hours in a day or forty (40) hours in a week, the employee will be eligible for one and one-half (1½) hours of compensatory

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time. Compensatory time must be used before vacation time and will expire one year from the date it is earned, if not used.

Part-time employees are not entitled to compensatory time and must be paid for all hours worked each pay period.

Supervisory, professional, administrative and all other exempt personnel are required to work as many hours and as such times as necessary to satisfactorily perform their job duties and generally are not entitled to compensatory time. The fact that an employee may be routinely required to work on weekends or after normal work hours to perform their job responsibilities does not, by itself, warrant compensatory time. However, in **exceptional** circumstances (such as snow storms or general emergencies which cannot be reasonably anticipated to be part of the employee's normal job responsibilities and work schedule) an employee may be provided with one hour of compensatory time for every one hour worked in excess of forty hours in a single work week subject to the following criteria:

1. The employee must be authorized in advance to work the extra time by the Department Head or Administrative Officer.
2. The amount of extra time worked must be significant in terms of amount and duration.
3. The number of hours worked and the compensatory time taken must be recorded on the appropriate time sheet(s) approved by the supervisor and submitted to payroll for entry into MUNIS.
4. Compensatory time earned must be used within a reasonable time frame (normally a month) but in no event to exceed one year from the date earned.
5. Unused compensatory time has no cash value.

Garnishments

The Town of Darien is required by law to accept legal assessment and garnishments and other wage orders. The Town will withhold part of an employee's salary in accordance with legal requirements until the assignment is satisfied or released.

Payroll Deductions

The Town will not make deductions from your pay except as required by State or Federal law or local ordinance or unless you authorize the Town in writing to make a deduction for other items permitted by law and acceptable to the Town. The number of authorized payroll deductions cannot exceed five per employee.

The Town is required by law to withhold from your pay predetermined amounts due for State and Federal income taxes and Social Security taxes and your required contributions to the Town of Darien Employee Retirement Plan.

In addition, the Town will deduct from your pay your share of the premium cost for your group insurance coverage and for other items permitted by law that you authorize the Town to deduct in writing, provided such items are acceptable to the Town.

Direct Deposit

For convenience and efficiency for both the employee and the Town, employees have the option of electing direct deposit of their pay into a bank or other institutional account, such as a credit union account. Direct Deposit forms are available at the Human Resources Department.

Credit Union

All regular, full-time employees are eligible for membership in the Greater Norwalk Area Credit Union. Employees may authorize payroll deductions from their pay to the credit union by completing forms available in the Human Resources Department.

BENEFITS

Employee Benefits

The Town of Darien offers a competitive benefits package for its regular full-time employees. In addition to mandated benefits such as Social Security, Medicare, Unemployment insurance, and Workers' Compensation insurance, employees may choose from among a number of health, welfare and retirement savings options. Choices include:

Group Health Insurance & Prescription Drug Plan

Medical and prescription drug coverage is available for eligible employees who normally work an assigned schedule of at least thirty (30) hours per week and for their eligible dependents. The prescription drug plan offers prescription drugs from retail pharmacies and via mail-order. An eligible employee may sign up for coverage on the first of the month following his/her first day of employment. Employees who elect coverage are required to pay a portion of the monthly premium cost for the coverage they select and to provide the Town with written authorization to deduct their share of the premium cost from their pay. The Town will make such deductions on a pre-tax basis to the extent permitted by law. Employees should contact the Human Resources Department for details about coverage and eligibility information.

Dental Plan

Dental coverage is available for eligible employees who normally work an assigned schedule of at least thirty (30) hours per week and for their eligible dependents. Dental coverage includes routine preventive care, oral surgery and similar procedures, as well as orthodontic care for dependent children. An eligible employee may sign up for dental coverage on the first of the month following his/her first day of employment. Employees who elect dental coverage are required to pay a portion of the monthly premium cost for the coverage they select and to provide the Town with written authorization to deduct their share of the premium cost from their pay. The Town will make such deductions on a pre-tax basis to the extent permitted by law. Employees should contact the Human Resources Department for details about coverage and eligibility information.

Changes to Coverage

Employees will have the opportunity once a year, during the annual open enrollment period, to make changes to their Medical and Dental coverage. Changes are permitted at any time for a qualified family status change which includes such things as marriage, divorce, death, birth or adoption of a child, or spouse's loss of coverage. Proper documentation and notification within thirty (30) days of the qualifying event must be presented to the Human Resources Department in order to process the change.

Group Life Insurance & Accidental Death & Dismemberment Insurance

Eligible employees who normally work an assigned schedule of at least thirty (30) hours per week are provided Group Term Life Insurance and Accidental Death & Dismemberment insurance coverage in an amount equal to the employee's regular annual pay. Employees are not required to contribute to the premium costs for such coverage; however employees are subject to income tax for the cost of coverage above \$50,000. Department Heads are provided with a benefit two times their annual salary up to a maximum of \$250,000. However, some employees age 70 and older will be subject to a 50% reduction in benefits as mandated by the carrier.

Health and Dependent Care Reimbursement Accounts (Section 125)

Regular, full-time employees may elect to participate in the Town's Section 125 Health and Dependent Care Reimbursement Account. This account allows employees to automatically deduct from their pay, on a pre-tax basis, an amount they elect to cover certain health and childcare expenses as permitted by law. The plan is designed to help employees save money by lowering their taxable income. The IRS has strict guidelines on this money because of the tax advantages. Employees should consult the Human Resources Department for detailed information.

Commuter Tax Benefit Plan

The Town permits employees to set aside a certain amount of pre-tax dollars to pay for their transit expenses. Contact Human Resources to find out the amount permitted and the process for participating in this tax benefit.

Premium Cost Share

As a pre-condition to your obtaining coverage under any Group Insurance Plan that the Town makes available and for which you are eligible, you will be responsible for contributing toward the premium cost, where required, and, the Town will deduct your share of the premium cost from your pay. The Town will deduct your contributions to premium costs from your pay on a pre-tax basis to the extent permitted by applicable law.

In situations where a paycheck is not generated, for example, when you are on an unpaid leave of absence or a leave covered by workers' compensation, you will be required to pay your share of your premium contribution and other benefit contributions in advance in order to ensure your continued participation in such benefit programs during your absence to the extent you are eligible to continue such coverage.

Employee Assistance

In an effort to assist Employees in preserving their well-being, the Town has established an Employee Assistance Program (EAP). The EAP provides professional expertise to employees and their family members when problems of a personal nature that may have an effect on an Employee's life as well as his or her job performance. Through early intervention, many of these issues can be resolved and the impact on job performance and general health minimized. Employees are encouraged to utilize the program on a self-referral basis for a wide range of personal problems including but not limited to: substance abuse, marriage and family issues, stress (emotional or psychological), interpersonal relationships and other personal or family matters. The program is strictly confidential and the Town does not receive any information from the EAP provider.

Detailed information can be obtained confidentially from the Human Resources Department.

Pension

Eligible Employees of the Town are required to participate in either the Police Pension Plan or the Town of Darien Employee Retirement Plan, retirement programs created and operated by the Town. These Retirement Plans provide retirement benefits to eligible Employees for normal and early retirement, as well as for those eligible Employees who retire due to a qualifying disability. Retirement benefits and eligibility requirements are described in the Plan Document.

The Town and eligible Employees share in the cost of the Plan. Town of Darien employees are required to contribute 5% of their pay to the Retirement Plan and Police employees are required to contribute 6% of their pay to the Police Pension Plan. Qualified Employee contributions, which are deducted from your pay, are made on a pre-tax basis.

Holidays

The Town typically recognizes thirteen (13) holidays annually on which normal Town business operations are closed. A list of recognized holidays is published and posted annually and can be obtained from the Human Resources Department. Holidays falling on Sunday are normally observed on the following Monday. Holidays falling on Saturday are normally observed on the preceding Friday. On the rare occasion that holidays are back to back and the first one falls on a Friday, the Friday holiday will be celebrated on Thursday and the Saturday holiday will be celebrated on Friday.

Some employees are required to submit proof of illness if they are absent the day before or after the holiday to be paid for the holiday. Consult your collective bargaining agreement.

Vacation

Regular full-time Employees earn annual paid vacation beginning with their first full month of Town employment in accordance with the chart printed below. Vacation time off may not be taken until the Employee has successfully completed at least three (3) months service as a Town Employee. Vacation time off may not be taken by any Employee unless approved in advance by the Employee's Department Head or the Administrative Officer. Requests for earned vacation time off must be submitted to your supervisor as far in advance as practicable.

Earned vacation time is generally taken in the fiscal year in which it is earned, but may, with the prior approval of the Department Head or Administrative Officer, be accumulated for use in the next succeeding fiscal year. Employees cannot carry over more than two years of vacation time unless written approval has been received from the Town's Administrative Officer. On termination of employment, an Employee is paid all current vacation pay he or she has earned but has not used as of his or her last day worked.

The Town does not advance vacation pay. If an employee has used all accrued vacation time or needs vacation time in excess of his/her accrued balance he should check with the Department Head about the possibility of taking time off without pay.

	Vacation Days Earned Per Month	Maximum Vacation Earned Per Year
From date of hire until successful completion of four (4) years of service:	0.83 Days	10 Days
After successful completion of four (4) years of service until successful completion of ten (10) years of service:	1.25 Days	15 Days
After successful completion of ten (10) years of service:	1.66 Days	20 Days
After successful completion of twenty (20) years of service:	2.083 Days	25 Days

Short Term Disability

The Town will make Short-Term Disability (STD) coverage available to those regular, full-time employees who are eligible for it and who have satisfactorily completed at least six (6) months of continuous service as Town Employees. Benefits equal to sixty percent (60%) of the eligible employee's regular pay will begin on the eighth (8th) calendar day following the employee's last day worked and will continue during the period of

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continuous absence due to disability for up to six (6) months of such absence. However, an employee is only eligible for a maximum of six months (does not have to be contiguous) in any twelve month period. For further details employees should contact the Human Resources Department.

Long Term Disability

Most regular, full-time employees are provided with basic Long-Term Disability insurance (LTD). LTD provides for a monthly payment not to exceed a predetermined amount following a waiting period (180 calendar days). Employees must be disabled from performing any work to be eligible to receive LTD monthly payments. Benefit payments will be as provided in accordance with the rules of the carrier of the policy providing such coverage. For further details employees should refer to the summary plan description available in the Human Resources Department.

Social Security / Medicare

All Employees, except for uniformed police officers, are eligible and obligated to participate in the Social Security program (Federal Insurance Contributions Act). Social Security pays benefits if an Employee retires, becomes disabled, or dies, if eligibility requirements are met. Spouses and children may also be eligible for benefits when an Employee becomes eligible or dies. Both the employee and the Town are required to make payments toward Social Security. All Employees hired after March 31, 1986 are required to participate in Medicare, a federal health insurance program for retired people age 65 and over, and certain disabled persons. Medicare has two parts: Part A (Hospital Insurance) and Part B (Medical Insurance). The Employee, through mandated payroll tax, pays for Part A. The Employee pays for Part B by making monthly premium payments beginning at retirement. Additional information is available from the Finance Department.

ADMINISTRATIVE POLICIES & PROCEDURES

Use of Telephone and Other Town Property

Telephone

The Town's telephones are intended for business use only. Nevertheless, we recognize that there are occasions when you might need to use a Town telephone for a personal call. We ask that such use be limited to your non-work time and limited in frequency and duration.

The use of Town telephones to receive or make personal calls is not permitted except for reasonable local incidental calls. The Town of Darien fax, mail machine, office equipment, computers, and other Town property are available to employees to use for business-related purposes only. Excessive personal use of Town of Darien property may result in disciplinary action including suspension or termination.

Personal and cell phone usages

Personal cell phone use during work hours should be limited to emergencies or during your break time. If you have been issued a Town cell phone, please limit its usage to Town business and comply with all rules and regulations regarding its use. Use of cell phone in Town vehicles must be limited to a hands-free device. Employees are liable for any violations.

Reimbursement

You may be required to reimburse the Town for any long-distance or other extraordinary telephone charges that result from your personal use of a Town telephone.

Town Property

Town of Darien property is reserved exclusively for use in conducting Town business and is made available to Town Employees only in the performance of their assigned duties. Town property such as, but not limited to, vehicles, motorized equipment, tools, facilities, office equipment (i.e., fax machines, mail machines, calculators, computers) is available to Employees to use for Town business-related purposes only. Unauthorized or personal use of Town of Darien property may result in disciplinary action up to and including possible suspension or termination of employment.

Employees are prohibited from scavenging items from the Town Dump/Re-cycling Center/Transfer Station and Swap-Shop (Employees who are also Darien residents may visit the Swap-Shop during non-work hours). Additionally, employees are prohibited from using their position to intercept and divert materials destined for the dump or Swap-Shop to their personal possession or the possession of others. Employees who violate this policy will be subject to disciplinary action, up to and including possible termination of employment.

Use of E-Mail and Computer Software, Hardware and Networks and Social Media

Employees of the Town of Darien receive access to our computer network. By accepting access to our network and our computers, Employees acknowledge and agree to comply with the following guidelines:

E-Mail and Internet

The Town of Darien E-mail system and the Internet are to be used for Town business-related purposes only.

It is expressly against the policies of the Town of Darien, including the Anti-Harassment and Anti-Discrimination policies, for any employee to use Town equipment to send discriminatory, harassing (sexual or otherwise) or threatening messages, electronic or otherwise, to anyone within either the Town or elsewhere, or to visit Internet web sites, which contain sexual or discriminatory content. Additionally, posting or sending messages that violate the letter and spirit of the Anti-Discrimination and Anti-Harassment policies, or which contain otherwise objectionable content, is prohibited. This includes messages, which infringe upon the rights of another person, which are abusive, profane or sexually offensive to the average person, or which consist of information which may injure someone else and/or lead to a lawsuit or criminal charges (e.g., libelous statements, pirated software, destructive software, pornographic materials or copyrighted images and information).

The Town of Darien reserves the right to examine E-mail and other messages without notice, and reserves the right to use automated monitoring tools without notice to search for words or patterns that may indicate abuse.

Failure to adhere to these policies will result in disciplinary action up to and including termination.

Internet Usage

Internet usage and access are proving to be valuable tools, as individuals are finding new and useful ways to utilize the Internet in the performance of their jobs. Unfortunately, with this enhanced access, we are also finding that this valuable resource can be abused. As a user of the Internet via a Town of Darien computer, please be aware of the following:

- It is the Town's policy that Internet usage is for business purposes only. Nevertheless, we recognize that there are occasions when you might need to use the Internet for personal business. We ask that such use be limited to your non-work time and limited in frequency and duration.
- The Town has the capability to monitor Internet activity on each user account. This capability is intended to survey usage to ensure resources are being utilized appropriately. However, inappropriate website visits are noted.

- It is a violation of the Town's Anti-Discrimination and Anti-Harassment policies for any individual to visit pornographic Internet websites at work. In addition, users must refrain from visiting sites that could be deemed inappropriate to fellow employees. Examples of sites in this category would be ones that promote violent behavior, engage in offensive comments, jokes and/or include content that would violate the Town's Anti-Harassment or Anti Discrimination policies.
- Abuse of these privileges may result in disciplinary action, up to and including termination.

Prohibitions when using social media and/or networking:

Town employees are free to express themselves as private citizens on social media sites to the degree that their actions do not:

- 1) Suggest or imply that the views expressed are those of the Town; or
- 2) Impair discipline and harmony among co-workers; or
- 3) Negatively affect the public perception of the Town; or
- 4) post any statement, information or photograph concerning another Town employee that ridicules, maligns, disparages, or otherwise expresses bias against the employee's race or religion or which can be deemed derogatory, inflammatory, discriminatory, or a violation of the Town's Anti-harassment policy.

Emergency Closings – Weather Conditions

The First Selectman or his or her designee is the only Town official who has the authority to close Town offices and facilities due to emergencies. In the event the Town offices and facilities are closed due to an emergency condition, a general announcement will be made to local radio stations and the media. The First Selectman will contact the police department who will initiate a "code red" announcement to the number provided by each Department Head. It will then be the Department Head's responsibility to notify their employees of the closure. Additionally, Employee should monitor the local radio stations and the media when conditions may warrant an emergency closing. Unless the First Selectman has announced that Town Offices have been closed, you must report to work as scheduled, including during inclement weather conditions. Even if the Town closes, some employees may be required to continue working due to the nature of their job responsibilities.

In the event inclement weather conditions prevent you from reporting to work as required, you must notify your supervisor as soon as possible. Your absence due to inclement weather on any day on which Town Offices are open will be unpaid, unless you make a request to apply your available earned vacation or personal time to the day of absence and your supervisor approves your request.

Ethics and Conflict of Interest

The Town of Darien expects our Employees to conduct business according to the highest ethical standards of conduct. The purpose of this policy is to protect Employees and the Town, as well as the taxpayers of Darien.

Although it is not possible to specify every action that might create a conflict of interest, the Town's Code of Ethics policy sets forth those that most frequently present problems. The following sections from the Town's Code of Ethics provide a representative sample of such potential conflicts:

No office-holder or employee shall, directly or indirectly, unnecessarily disclose information concerning the affairs of the town; nor shall they use such information to advance the financial or other private interest of themselves or others.

Gifts and Favors

No office-holder or employee shall solicit, accept, directly or indirectly, any favor, service, or gift of unwarranted value from any person who has an interest which to his knowledge has or may have direct or indirect business dealings with the town. Employees are prohibited from accepting cash gifts.

No office-holder or employee shall, by reason of his status, accept or endeavor to obtain, directly or indirectly, preferential treatment from any private citizen, business enterprise, or other office-holder or employee.

No office-holder or employee shall, in the discharge of his duties, grant any preferential treatment to any person or interest beyond that which is properly available to all other persons or interests.

No office-holder or employee shall request or permit the use of town-owned vehicles, equipment, materials, or property for personal convenience, except when such are equally available to the public generally or are provided by municipal policy for use in connection with town business.

Conflict of Interest Relating to Business with the Town

No office-holder or employee having substantial financial interest, direct or indirect, in any transaction with the town or in any action to be taken by the town shall use his office to exert his influence or vote on such transaction or action.

Any office-holder or employee having financial or other private interest, direct or indirect, in any transaction with the town or in any action being considered by the town and who participates in discussion with or gives any opinion to any town agency shall disclose on the records of such agency the nature and extent of such

interest and shall state for the record why he feels free to participate and/or vote despite the appearance of a possible conflict of interest.

Conflict of Interest in Representing Private Interests; Exception

No former office-holder or employee shall appear on behalf of a private interest other than his own on any matter before the governmental body with which he has been associated until one year after he has left that body.

Violations of this policy can subject employees to disciplinary action, up to and including termination of employment.

If you have any question as to whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact the Town Administrative Officer to obtain advice on the issue.

Expense Account Policy

It is the policy of the Town to reimburse personnel for reasonable and necessary expenses incurred while engaged in authorized business on behalf of the Town. Where receipts are required, receipts must be the originals.

The following expenses for such business trips are allowable, subject to the indicated limitations:

Hotel

Room costs should be consistent with the employee's best judgment. As a general guide, the employee will be reimbursed at the single room rate and may be asked to justify a room charge in excess of \$150 per day. A receipt must accompany a request for reimbursement of hotel bills. Employees should request the most economical single room available at the facility where the activity takes place. Tax-exempt forms should be taken on all trips within Connecticut and tax-exemption should be requested at out-of-state locations whenever possible.

Meals

A per diem allowance of \$45 is authorized with accompanying receipts for reimbursement. Only snacks that constitute a meal will be reimbursed. When possible, separate checks should be requested when dining in a group.

Tips

Tips are included in actual meal charges or in the per diem option and must appear on meal/taxi receipt. However, tips in excess of 20% will not be reimbursed nor will tips for anything other than meals and taxis.

Taxis

Reimbursement for taxi fares is allowable where common carrier service will involve delays detrimental to the Town's business or is not available or costs approximately the same. Receipts must be provided.

Rented Automobile

Charges are allowable when a rented automobile is required in order to utilize personnel effectively and where other transportation is not available or is more expensive. Employees will be asked to justify rental of automobiles other than "compacts." Charges for personal use of rented automobiles are not allowable. Receipts must be provided.

Bridge and Road Tolls

These expenses are allowable. Receipts must be provided.

Parking/Garage/Storage

These charges are allowable where free day or overnight parking or storage is not available. A receipt is required. Valet parking is not permitted if self-parking is available.

Paid Carrier Transportation

Enter only the cost of transportation paid for by cash or by personal credit card. Attach ticket stubs and/or receipts.

Airline Fare

The lowest available fare should be requested consistent with reasonable travel plans. Reimbursement will be limited to coach class fares.

Personal Automobiles

Such travel is authorized where common carrier service is not available or not practicable or where the round trip distance is less than 600 miles. Employees will be reimbursed for the use of personal automobiles at the prevailing IRS standard mileage rate per mile of authorized business travel.

Postage/E-mail/Telephone/FAX

Reimbursement for expenses incurred is allowable for Town business related items only. Employees should, however, use the least expensive means of communication consistent with the best interests of the Town.

It is not the Town's policy to entertain except in unusual circumstances. Therefore, although the Town will reimburse the employees for modest entertainment substantiated by receipts and an explanation, it will reimburse payment only if the entertainment had the prior approval of the First Selectman.

Outside meal expenses not involving an overnight trip are not generally subject to reimbursement unless persons having a valid Town business purpose are present, or work outside of office hours requires presence over mealtime.

It is the Town's policy not to reimburse for the following employee-incurred expenses:

- a) Personal entertainment

- b) Radio or television or movie rentals
- c) Airline or other trip insurance
- d) Room service, laundry and dry cleaning
- e) Personal reading matter
- f) Barber, beauty salons, health spas
- g) Personal postage, telephone or telegraph; one personal telephone call per day is allowed.
- h) Transportation to or from home to regular place of employment.
- i) Expenses of employee's spouse or family on trips.
- j) Unauthorized attendance at meetings, conferences, seminars or conventions.
- k) Repairs to personal automobiles
- l) Personal automobile insurance
- m) Donations and/or gifts
- n) Unexplained expenses or expenses not properly substantiated by invoices, receipts, stubs, tickets or other supporting documentation where indicated on the Expense Report
- o) Alcoholic beverages
- p) Snacks that do not constitute a meal

All Expense Reports will be prepared in INK or typed on a Town Travel Expense form, with proper documentation and approval by the First Selectman or his designee. The First Selectman may authorize auditing of Expense Reports by other appropriate agents for compliance with the Expense Account Policy and relevant regulations.

Properly completed and approved Expense Reports will be forwarded to the Finance Director for reimbursement. Proper documentation shall include the reason for the expense and its nature and location. Conference and/or meeting announcements, including related travel information, must be attached to Expense Reports and all requests for direct payments to vendors, e.g. airlines, hotels.

Reimbursement requests for items for which receipts are not available must be explained as to purpose.

The First Selectman or his designee may authorize reimbursement for food expenses for Town employees or volunteers, involved in emergency operations such as snowstorms, sewer line breaks, storm emergency operations, etc.

In cases where a stoppage for a meal period or other break would seriously interfere with work of an urgent nature, the supervisor, with prior approval of the First Selectman or his designee, may be reimbursed for expenses incurred for food, coffee or non-alcoholic beverages supplied to the Town employees on the job.

Smoking in the Workplace

In accordance with Connecticut State law and Town policy, smoking is prohibited throughout the Darien Town Hall and all other Town buildings and offices, including, among other places, rest rooms, private offices, lounges, garages, town vehicles and similar areas. Smoking is permitted in designated areas outside office buildings and other work locations.

Workplace Safety

The Town of Darien makes every reasonable effort to provide Employees with a safe work environment. Safety equipment and personal protective equipment are provided to Employees in accordance with the job requirements of their position.

As a Town Employee:

- You must wear all protective clothing and safety equipment as required.
- You must obey all Safety Rules applicable to Town Employees.

The Town has an organized Safety & Health Committee that meets on a regular basis to review safety concerns of Employees and to recommend safety improvements. If you have a suggestion to improve safety or have a complaint related to safety, please direct it to a member of the Safety Committee or to your Supervisor promptly.

Incidents/Accidents.

You must report all accidents and incidents (e.g. unsafe conditions, unwelcome guests) to your supervisor or to the Director of Human Resources as soon as practicable, regardless of how small or insignificant the event may seem at the time it occurs.

You must report work-related injuries immediately so that appropriate care can be provided and proper worker's compensation reports, if required, can be filed. This requirement is for your protection. Failure to comply may result in needless worsening of the injury and/or loss of future benefits.

If an accident or incident involves health or life threatening circumstances, please call 911 immediately, follow our "Emergency Action Plan" and use common sense.

Supervisors must complete a "Supervisor's Accident Investigation" Form and submit it to Human Resources.

Worker's Compensation

The Town of Darien is committed to reducing and controlling the frequency and severity of work related accidents. If you are injured while performing job-related duties you may be eligible for workers' compensation benefits.

It is the responsibility of every employee to report all accidents, incidents and occupational illness immediately to their Supervisor. Supervisors are required to complete an Employee Injury Report and contact the insurance carrier the same day if practicable. In addition, an accident investigation will take place to determine the cause of the accident and take steps to prevent similar accidents or injuries in the future.

Effective June 1, 2008, the Town implemented a Preferred Provider Network of quality medical providers that includes physician, podiatrists, chiropractors, dentists, optometrists and physical/occupational therapist, all of whom are committed to providing prompt, efficient care. Participation in the Preferred Provider Network is mandatory for all new work related injuries that occurred after June 1, 2008. Injured employees will be required to treat only with providers listed in the P.P.N. If treatment occurs outside of the P.P.N., Workers' Compensation benefits shall be suspended. Contact your supervisor or the Human Resources Department for a list of providers in the P.P.N.

An employee who is granted Worker's Compensation benefits shall receive his/her regular pay for six (6) months and the Town will be 100% responsible for supplementing the workers' compensation benefits.

After six (6) months, the employee will continue to receive workers compensation payments but the percentage of the supplementation of the payments for an employee to receive his/her regular pay will be in accordance with the following schedule:

After six (6) months, the Town will be responsible for supplementing the employee's workers compensation benefit up to 80% of the employee's pay and the employee can use accrued sick leave to continue to receive the remaining 20% of his/her regular pay.

After nine (9) months, the Town will be responsible for supplementing the employee's workers' compensation benefit up to 75% of the employee's pay and the employee can use accrued sick leave to receive the remaining 25% of his/her regular pay.

After twelve (12) months, the Town will no longer be required to supplement the employee's workers compensation benefit and the employee must use accrued sick leave to continue to receive his/her regular pay.

If an employee has depleted all of his/her accrued sick leave, he/she may use any other accrued leave time to supplement his/her workers' compensation payments. An employee who does not have sufficient accrued leave time to supplement his/her workers compensation benefit shall only receive the statutorily required workers compensation benefit

For further information you may contact the Human Resources Department.

Workplace Violence

The Town of Darien strives to provide a safe, non-violent work environment and does not tolerate any acts that constitute or may be construed as any type of violence in the workplace.

Actual or implied violence, threats of violence or menacing behavior by any Employee by any means toward another Employee, Town Official, contractor, vendor, supplier, resident or visitor, whether during work time or after hours, will be regarded as a serious violation of the Town's policy to promote a safe work environment. Such behavior is not only considered unacceptable, but will subject the perpetrator to disciplinary action, up to and including termination of employment. In addition to disciplinary action, the perpetrator may be subject to criminal prosecution and civil suit.

Possession of firearms or weapons on Town property (including, but not limited to, buildings, vehicles or grounds) by anyone other than individuals authorized in writing by the First Selectman or the Chief of Police and active, sworn police officers authorized to possess firearms is absolutely prohibited.

Each of us is responsible for providing a workplace free from violence, the threat of violence or any type of menacing behavior. Any Employee who witnesses or becomes aware of violent, threatening or menacing behavior should notify his or her supervisor or the Director of Human Resources immediately. All reports of violence or threatened violence or menacing behavior will be investigated promptly and as discreetly as appropriate under the circumstances. Appropriate action will be taken as required.

Demeanor, Appearance and Dress Code

The services that the Town performs are often delivered in view of the public. Many Town Employees are required to deal directly with Town residents, vendors and other visitors. All Town Employees, whether they deal directly with or perform their duties in full view of the public, are ambassadors of the Town of Darien. In order for the Town to provide its services effectively, it is essential that all Employees project a professional image at all times.

The impression that you create as a Town Employee is often the impression that the resident, vendor or visitor will have of the Town as a whole. We expect in your relations with others, including residents, vendors, visitors or co-workers that you will at all times be cooperative, courteous, and tactful.

We expect you to dress and groom in a neat and businesslike manner consistent with your position. Additionally, employees are expected to wear appropriate footwear while at work. Standards may vary from position to position due to such factors as the type of work and amount of public contact involved. If you are required to wear a uniform, it is your responsibility to make sure it is as clean and neat as practicable based on your duties.

Vehicle Use

Employees who are authorized or assigned to use a Town vehicle must:

Possess and maintain, in accordance with applicable State law, a valid Connecticut Motor Vehicle License that is not under or in jeopardy of suspension or revocation and appropriate to the type of vehicle (i.e., automobile, truck, etc.) ;

- limit such use to official Town business unless otherwise authorized by the Town Administrative Officer. Official Town business includes the performance of tasks that are the regularly assigned responsibility of the Employee or reasonably required by virtue of his/her position;
- obey all traffic, parking and other motor vehicle laws while operating the Town vehicle;
- maintain the vehicle in a clean and neat condition (i.e., wash the exterior and keep the interior free of litter and debris);
- report mechanical defects immediately to the appropriate department head;
- report accidents to the Selectmen's office promptly upon their occurrence and complete the appropriate written accident report form as required within 24 hours of the occurrence or by the close of business the next day, whichever occurs first;
- not allow anyone other than another Town employee authorized to operate the vehicle to operate it, except in an emergency;
- not use controlled substances or intoxicants while operating the vehicle and not have any controlled substances or intoxicants in the vehicle at any time or in your possession while the vehicle is in your custody; and
- not smoke any tobacco products inside any Town vehicle; and
- Utilize a hands-free device when using a cell phone while operating any Town vehicle.

Employees operating Town vehicles are protected against claims for property damage and/or bodily injury arising out of the use of that vehicle when:

- the employee is acting in the performance of his/her duties and within the scope of his/her employment, and
- the damage is not the result of a willful, malicious or intentional act.

Employees operating Town vehicles outside the scope of their assigned duties, scope of their employment or scope of the terms and conditions of their custody and control of any Town vehicle, are personally responsible for property damage, including, without limitation, the reasonable wear of the vehicle, and/or personal injury arising out of or during such unauthorized use.

Employees are personally responsible for any damage that is the result of a willful, malicious or intentional act.

Operators of Town vehicles will be liable for any and all traffic and parking violations tickets issued to the operator while driving these vehicles, including, but not limited to, fines, court costs and/or judgments resulting therefrom or from any form of misconduct.

In order to facilitate the effective administration of Town business, the Town of Darien may provide Employees assigned to certain leadership or other specified positions with the extended custody and use of vehicles at Town expense. Such arrangements are solely for the benefit of the Town. Consequently, the use of such vehicles is restricted to official business only.

Employees assigned extended custody and use of Town vehicles will be provided with terms and conditions related to such extended custody and use and will be required to abide by such terms and conditions as a condition of continued custody and use.

No Employee may be assigned extended custody and use of a Town vehicle (or 24-hour possession of a vehicle) without prior approval of the Administrative Officer.

Consistent with the policies of the U.S. Internal Revenue Service, except for certain exempt vehicle types, those using Town vehicles for commuting will be credited with earnings equal to an IRS established commutation value. The Town will add this value to the Employee's wages over the course of the year, deducting all applicable taxes on a per pay period basis.

Violation of this policy can result in disciplinary action up to and including termination of employment.

LEAVE POLICIES

Bereavement Leave

An absence without loss of regular pay for up to five (5) normal work days shall be granted to an Employee who has a death of his mother, dead, spouse, or his partner in a Civil Union as defined in Conn. Public Act or child, or step-child. An absence without loss of regular pay for up to three (3) normal work days shall be granted to an Employee who has a death of sister, brother, daughter-in-law, son-in-law, sister-in-law, brother-in-law, parent-in-law, grandchild or grandparents. An absence without loss of regular pay of no longer than one (1) normal workday shall be granted to an Employee to attend the funeral of an aunt and/or uncle.

Family and Medical Leave

You may be eligible for an unpaid leave of up to twelve (12) workweeks during a rolling 52 week period for any of the following reasons in accordance with the federal Family and Medical Leave Act.

- for the birth of your child, or to care for the child;
- for placement of a child with you for adoption or foster care, or to care for the child after placement;
- to care for your spouse, child, or parent who has a serious health condition; or
- for a serious health condition of your own that makes you unable to perform the functions of your position.
- a spouse, son, daughter, parent, or next of kin” can take up to 26 workweeks of leave to care for a “member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.”

If you believe you are eligible for an unpaid leave under the federal Family and Medical Leave Act, please contact the Human Resources Department for specific eligibility details and notice requirements.

Jury Duty

State law requires that each full-time employed juror be paid regular wages by the juror's employer for the first five (5) days, or part thereof, of jury service.

The Town's policy provides that an eligible Employee who reports for jury duty on his or her scheduled workday in response to a summons issued by a state or federal court will not lose his or her regular pay for such day or for succeeding days on which he or she is required to report or serve as a juror, even if the applicable jury service extends for more than five (5) workdays.

For each day of jury service under the statute, the Town will pay the difference between the *per diem* that the Employee receives from the State for such jury service and the Employee's regular day's pay for each day of such service.

Military Leave

An Employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted a Military Leave of Absence (a "Military Leave") for military service, training or related obligations in accordance with applicable state and federal law.

During any period of an Employee's involuntary military service, he or she will be paid the difference between his or her regular pay immediately prior to the Military Leave and his or her military pay for a period of up to twelve (12) months. Supplemental pay will only occur when the military pay is less than the Employee's regular pay immediately prior to the start of his or her Military Leave. The Town's pay supplement will be based solely on the Employee's regular base pay and will not include items of additional pay such as, holiday pay, shift differential or scheduled overtime.

Employees on Military Leave may continue to participate in the Pension Plans during their period of active military service by making the appropriate contributions to the Plan. Employees will be allowed the maximum statutory period in which to comply with this contribution requirement upon their return from Military Leaves.

For purposes of employment service, the time spent on involuntary active duty will be credited to the Employee as though he or she remained actively employed with the Town during the period of his or her Military Leave.

Employees ordered to involuntary military service and their enrolled dependents will continue to participate in the Town's medical, dental and prescription drug plans for the thirty (30) days after the Military Leave commences. After the thirty (30) day period expires, Employees on Military Leave and their enrolled dependents may continue to participate in the plan at their own expense for a period of up to eighteen (18) months, inclusive of the initial thirty (30) day period.

The Town's Employee life insurance coverage will remain in effect for the duration of the Employee's involuntary tour of military duty in accordance with the terms of the policy.

During the involuntary tour of duty, Employees will not accrue vacation or sick time. However, they will continue to receive service credit towards higher increments of vacation and sick time accruals upon their return to employment with the Town.

Employees on involuntary active military duty will continue to be considered for promotion consistent with any and all requisite procedures established for the promotion being sought.

At the conclusion of military service, an Employee who applies for reactivation of his or her employment with the Town in accordance with the applicable provisions of State and federal law will be returned to the same position he or she held prior to the leave or to a position with like seniority, status and pay that the Employee is qualified to perform, in accordance with and subject to the applicable provisions of State and Federal law.

Personal Leave

A regular full-time Employee who has successfully completed at least six (6) months employment will be eligible for a leave of absence without loss of regular pay for up to two (2) workdays per fiscal year to attend to a compelling personal need that cannot be addressed during non-work time, provided the Employee requests the leave within a reasonable time of learning of the need to be out of work. A “compelling personal need can include a personal obligation (e.g. court appearances, house closings, illness of an immediate family member for whose care the Employee is responsible, parent/teacher conferences, etc.), which cannot be reasonably accomplished during non-working hours.

Sick Leave

The Town’s sick leave program provides a level of pay protection for eligible Employees who cannot work because they become ill or have been are injured.

A regular full-time Employee will be eligible for sick leave without loss of regular pay each time he or she is too medically incapacitated (sick or injured) to report to work as scheduled. Paid sick leave at an employee’s regular pay is earned on a basis of one (1) day for each month the Employee works up to a maximum of twelve (12) sick leave days per year during the first ten (10) years of service and thereafter two (2) days of sick leave for each month the Employee works up to a maximum of twenty-four (24) sick leave days per year.

All other employees will be eligible for up to forty (40) hours a year of sick leave without loss of regular pay in accordance with Connecticut Public Act 11-52. See page 42 for details.

Sick leave is available only to eligible Employees who are unable to perform their assigned duties due to their own illness or injury or for a spouse’s or child’s illness and/or for reasons consistent with the state statute governing paid sick leave (Public Act 11-52)

The Town reserves the right to require you to provide documentary verification of your illness or injury each time you apply for sick leave pay. During any period of absence, including, but not limited to, absences for medical reasons, you must keep your supervisor apprised of any changes in your condition that might impact the anticipated date of your return to work.

Doctor’s appointments should normally be scheduled before and after work. In the rare case where an employee cannot schedule a doctor’s appointment before or after work, the Town of Darien

use of sick time is limited to the time actually spent traveling to and from the appointment and the duration of the doctor's visit. An employee can only use eight hours of sick time for a doctor's appointment during a normal work day when the type of examination justifies it or when the employee is out of work for the entire day due to an illness or injury. An employee who does not wish to report to work before or after a doctor's appointment must use vacation or personal time for any time not spent in connection with the doctor's appointment.

This policy also applies to doctor's appointments in connection with work related illness or injuries.

Please note that "sick leave" is not additional holiday or vacation time.

Employees who have sick time at the end of the year and who are eligible to carryover unused sick time will have the remaining sick time carried over into the next fiscal year.

Employees hired on or before June 30, 2010 who accumulate unused sick leave days beyond 150 days can receive one (1) day's pay for every three (3) days of unused sick leave in excess of 150 days at retirement. No payment will be made for any time less than 153 days. Employees hired after June 30, 2010 will not be eligible for payment of accumulated unused sick leave.

NOTICE
PUBLIC ACT 11-52 - AN ACT MANDATING EMPLOYERS PROVIDE
PAID SICK LEAVE TO EMPLOYEES.

Each employer with 50 or more employees shall provide paid sick leave annually to each of its service workers in the state. The paid sick leave shall accrue beginning January 1, 2012 for current employees, or for a service worker hired after January 1, 2012, beginning on the service worker's date of employment.

Accrual

The accrual is at a rate of one hour of paid sick leave for each 40 hours worked by a service worker up to a maximum of 40 hours per calendar year.

- No service worker shall be entitled to use more than the maximum number of accrued hours.

Carry Over

Each service worker shall be entitled to carry over up to 40 unused accrued hours of paid sick leave from the current calendar year to the following calendar year.

Use of Paid Sick Leave

A service worker shall be entitled to the use of accrued paid sick leave upon the completion of the service worker's 680th hour of employment

- from January 1, 2012, for current service workers, or
- if hired after January 1, 2012, upon the completion of the service worker's 680th hour of employment from the date of hire, unless the employer agrees to an earlier date.

A service worker shall not be entitled to the use of accrued paid sick leave if such service worker did not work an average of 10 or more hours a week for the employer in the most recent complete calendar quarter.

Pay

Each employer shall pay each service worker for paid sick leave at a pay rate equal to the greater of either

- the normal hourly wage for that service worker, or
- the minimum fair wage rate under section 31-58 of the general statutes in effect for the pay period during which the employee used paid sick leave.

Reasons for Use of Leave

A service worker may use paid sick leave for his or her own:

- illness, injury or health condition;
- the medical diagnosis, care or treatment of his or her mental illness or physical illness, injury or health condition; or
- preventative medical care.

A service worker may use paid sick leave for a child's or spouse's:

- illness, injury or health condition; the medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or
- preventative medical care

A service worker may use paid sick leave if the service worker is a victim of family violence or sexual assault:

- for medical care or psychological or other counseling for physical or psychological injury or disability;

- to obtain services from a victim services organization;
- to relocate due to such family violence or sexual assault;
- to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

Notice

If leave is foreseeable, the employer may require advance notice.

If leave is unforeseeable, the employer may require notice as soon as practicable.

Reasonable Documentation

Documentation for paid sick leave of 3 or more consecutive work days may be required

- documentation signed by a health care provider who is treating the service worker or the service worker's child or spouse indicating the need for the number of days of such leave shall be considered reasonable documentation.
- a court record or documentation signed by a service worker or volunteer working for a victim services organization, an attorney, a police officer or other counselor involved with the service worker shall be considered reasonable documentation for a victim of family violence or sexual assault.

Prohibition of Retaliation or Discrimination

No employer shall take retaliatory personnel action or discriminate against an employee because the employee:

- requests or uses paid sick leave either in accordance with the act; or
- in accordance with the employer's own paid sick leave policy, as the case may be; or
- files a complaint with the Labor Commissioner alleging the employer's violation of the act

Collective Bargaining

Nothing in the act shall diminish any rights provided to any employee or service worker under a collective bargaining agreement, or preempt or override the terms of any collective bargaining agreement effective prior to January 1, 2012.

Complaint Process

Any employee aggrieved by a violation of the provisions of the act may file a complaint with the Labor Commissioner. Upon receipt of any such complaint, said Commissioner may hold a hearing. After a hearing, the Commissioner may assess a civil penalty or award other relief.

This is not the complete Paid Sick Leave law. Please contact your Human Resources office for additional information.

Effective 1/1/12

NOTES